Classification

17.

REPORTS INVENTORY

DDS/OTR/SIWA-19

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		STATISTICAL
		X	NARRATIVE
Equipment Inventory			MACHINE-NAME LISTING

3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
	X	LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1	Annual?	1 (EA/Log)

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	Type 2 Property Accounting Rules
Memo	X	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
DC/SIWA	0

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15	$12.80		1		$12.80		1		$12.80
13	9.10		1		9.10		1		9.10
6	4.00		3		12.00		1		12.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$33.90

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To keep track of accountable equipment, including portable typewriters, stereo-binoculars, etc.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X RETAIN AS IS OTHER (explain)		MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE		0	0

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
18 Sept 19—	DC/SIWA/OTR	

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FORM 142

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